

Assistant Headteacher (Teaching and Learning)



KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



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Kings Norton Girls' School: Assistant Headteacher (Teaching and Learning)

18th September 2024

Dear Prospective Applicant

This presents a fantastic opportunity for an exceptional leader to join the team at Kings Norton Girls' School and Sixth Form in order to 'open a world of opportunities' for our students. This is a permanent, full time role as an Assistant Headteacher; applications from any subject area are welcome. The successful applicant for this key leadership role will lead on:

- Teaching and learning
- Strategic lead for the attainment and progress of disadvantaged students
- Careers Information Education Advice and Guidance
- Personal development

Kings Norton Girls' School is an outstanding school with superb pastoral and academic outcomes within a culture of care, concern and well-being for both students and staff. This role is key to ensuring that the quality of Teaching and Learning continues to develop and improve beyond outstanding, ensuring that all students flourish academically, personally and socially. You will be joining an experienced and successful leadership team with the knowledge and skills to work with you, ensuring you can be a highly effective member of the team. Please refer to information about the leadership team, our school, job description and person specification contained in this pack. A wealth of information is also available on our website <https://www.kngs.co.uk/>.

The successful candidate will be committed to working with staff and young people to ensure they flourish. They will recognise the importance of promoting and maintaining a cohesive school community through building positive relationships with our students, staff and parents/carers. Exceptional communication skills are key to this role, alongside strong organisational skills and the ability to prioritise, problem solve, see a vision and realise this. Benefits include the Westfield Health Cash Plan including an Employee Assistance Programme and cycle to work scheme.

I do hope that having read further, and found out more about us that you will be excited by this opportunity and choose to make an application; I look forward to hearing from you. To apply, please complete the application which will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered; separate covering letters should not be submitted. If you have any queries prior to completing your application form, please do not hesitate to contact Mrs Denise Wilson, PA to the Headteacher on 0121 675 1305 or dwilson@kngs.co.uk. We welcome visits to the school but only up until the deadline date for applications; please email Mrs Wilson to arrange this. Completed applications should be emailed to Mrs Wilson or submitted via the TES portal.

Deadline for applications: Monday 7th October at 8.00 am

Interviews: Date to be confirmed (likely to be week commencing 14th October 2024)

References will be taken up shortly after shortlisting and prior to interview, using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely

Mrs Nicola Raggett, Headteacher

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Staffing Structure: The school currently has 125 staff, this includes the Headteacher, 67 teaching and 57 support staff.

Senior Leadership Team

Headteacher	Deputy Headteacher – Curriculum
Deputy Headteacher – Students	Assistant Headteacher – Data, Timetable, Examinations
Assistant Headteacher – Teaching and Learning (advertised post)	
Assistant Headteacher – SENDCO	Business Manager

Sixth Form Team

Head of Sixth Form (Teaching) Year 12 to 13 (line managed by Assistant Headteacher)

Second in Sixth Form (Line managed by Head of Sixth Form)

Sixth form Administrator (line managed by Head of Sixth Form)

Pastoral Support Assistant – part time (Line managed by Head of Sixth Form)

Pastoral team: Years 7-11

Heads of Year (Teaching posts) x 5

Faculty Pastoral leader who has the following responsibilities:-

- ◆ Deputy DSL
- ◆ Attendance
- ◆ Behaviour for learning
- ◆ Line manage a team of 2 Pastoral Administrators and 2 Student Support Workers

Pastoral Administrators x 2 with responsibility for:-

- ◆ Head of Year Administration to support the team
- ◆ Student support
- ◆ Safe and well checks
- ◆ Attendance conversations

Student Support Assistants x 2 with responsibility for:-

- ◆ Student support
- ◆ On -call
- ◆ Internal suspension

Inclusion Team line managed by SENDCO

SENDCO – Assistant Headteacher (line managed by Headteacher)

Assistant SENDCO (line managed by SENDCO)

Learning Support Assistants (8 staff members), line managed by SENDCO) with responsibility for:-

- Cognition and Learning
- Communication
- Physical needs
- Fixed term contract posts linked to funding for specific students
- SEMH and Behaviour Interventions
- EAL

SEND Administrator (part time, line managed by SENDCO)

Subject leadership: Alongside the pastoral team, subjects are grouped in faculties and are led by a Faculty leader.

- **English**
- **Maths**
- **Science:** Biology ,Chemistry, Physics, Computing, Psychology
- **Humanities:** History, Geography, Religious Education, Sociology
- **Modern Foreign Languages** : French , Spanish, German
- **Physical Education**
- **Arts** : Music, Drama, Art, Photography, Food, D&T, Textiles, Health and Social care, Media

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JOB DESCRIPTION

Line management: Responsible to the Headteacher

Line management of: Library and Research Manager/Careers Advisor (including CIEAG). Faculty or any other areas of responsibility are to be decided.

Job purpose:

- To lead Teaching and Learning across the school, ensuring that all teaching staff have the knowledge, skills and understanding in their teaching to enable all students to flourish.
- Strategic lead for the attainment and progress of disadvantaged students, ensuring the attainment and progress gap between these students and all students reduces and they achieve above national expectations.
- Working with the CIEAG advisor, pastoral team and faculty staff, plan and deliver a curricular and co-curricular programme that challenges all students and leads to aspirational, pathways for all.
- Have oversight of personal development across the school; review monitor and drive developments and impact.

General SLT roles and responsibilities:-

- To carry out the duties of a school teacher as set out in the latest School Teachers' Pay and Conditions document.
- Have a strategic vision in all areas of responsibility.
- To support the work of the whole leadership team.
- Always be up to date with current thinking, research, and documentation (EEF, DFE and OFSTED etc.) in relation to all areas or responsibility.
- Manage budgets in relation to areas of responsibility, including recovery and catch up premium and similar funding streams.

Teaching and Learning:-

- Work with the Deputy Headteacher (Curriculum) to plan the school's teaching and learning development foci and targets.
- Lead regular staff professional development sessions on Teaching and Learning; monitor the application and impact of this.
- Lead the Teaching and Learning UPR group.
- Contribute to parents as partners events as required.
- Contribute to the teaching, learning and assessment policy.
- Work collaboratively with other schools as appropriate to support the development of teaching and learning.

Pupil premium

- Complete, implement and review the pupil premium strategy ensuring fidelity of this by all staff.
- Analyse data sets relating to pupil premium and use this to formulate and lead the next steps.
- Co-ordination of involvement in any of the National Programmes, should they be available, including accurate record keeping and evaluation of impact.

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JOB DESCRIPTION CONTINUED

Careers Information Advice and Guidance

- Line manage the Careers Advisor
- Plan the careers , advice and guidance offer from year 7-13 and associated off timetable days, monitor and review provision across the curriculum, including planning teaching materials for PSHE.

General responsibilities

- To make a significant individual contribution to, and gain a high level of commitment from others, towards achievement of the whole school vision and objectives.
- Promote the school as a dynamic and forward-thinking centre of excellence that is OFSTED outstanding
- Promote the school vision and values in all aspects of their work.
- Model at all times behaviours which create a culture of mutual respect, support and challenge so that all feel confident to improve practice.
- Make a major contribution to the smooth running of the school on a day-to-day basis.
- Act and communicate in a way which is consistent with agreed plans, following through on decisions made.
- Support, challenge, and hold to account, all staff in delivering the highest quality provision for students across the school.
- Contribute to the work of the Board of Trustees, including, when requested, the preparation of reports for Full Governing Body meetings and Standards and Curriculum Committee, within their area of responsibility and attending meetings when required.
- Contribute to ensuring that the leadership team has a presence at whole school functions, parent's evenings and events.
- Be committed to personal professional development.
- Lead staff working and UPR groups as required relating to area of responsibility
- Contribute to related areas of the SEF and SDP.
- Work collaboratively with the south network of schools and other providers.
- Communicate and work with parents and carers in order to achieve optimum engagement.
- Develop and deliver themed off timetable days where required and as identified in the School Development.

Ethos and values

- As a member of staff at this School you are expected to act in accordance with the ethos of the School at all times, and follow all policies and the staff code of conduct. You can expect to have opportunities to contribute to the growth of the School, and for your professional development to be furthered.

General

- To carry out other duties commensurate with the grade and nature of the post.
- To participate in the school's arrangements for performance management and continued professional development.
- Contribute to whole school policy development through communication routes and consultative procedures.
- Support school in meeting the Keeping Children Safe in Education (KCSIE) agenda in respect of safeguarding.
- The post-holder is expected to make themselves aware of and comply with KNGS Health & Safety Policy, including functions delegated to their role within the policy and to report any concerns to the appropriate person. This will support the school in meeting the well-being agenda in respect of health and safety of students.
- To actively participate in professional development opportunities as required by the school for the role.

JOB DESCRIPTION CONTINUED

Note

- It is a requirement of the role to have appropriate DBS clearance.
- This job description is not necessarily a comprehensive definition of the post. The post holder is required to be flexible in developing the role in accordance with changes within the KNGS management agenda and priorities. It may be subject to modification or amendment at any time after consultation with the holder of the post. The job description will be reviewed at least once every two years as part of the appraisal process.

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PERSON SPECIFICATION

Qualifications and experience
<p>Essential</p> <ul style="list-style-type: none">• First degree.• Qualified Teacher Status.• A continued commitment to personal professional development.• Experience as a senior middle leader or equivalent in a secondary school.• Teaching experience at KS3 and KS4.• Understanding of child protection and safeguarding requirements. <p>Desirable</p> <ul style="list-style-type: none">• Further relevant professional studies.• Experience of more than one school/academy.• Teaching experience at KS5.• Experience of leading aspects of teaching and learning .
Professional Competencies and Qualities
<p>Essential</p> <ul style="list-style-type: none">• An excellent teacher.• A commitment to support every child to flourish.• Strong personal commitment to inclusion, equality and diversity.• Self-managing and emotionally intelligent.• A strong presence, enabling high visibility in the school environment.• High standards of personal and professional conduct.• Effective and persuasive communicator both orally and in writing.• Confident and courageous.• Maintains confidentiality.• A reflective practitioner who actively listens to, and acts on feedback to build on strengths.• Demonstrates humility and a commitment to collaboration, building trust within and beyond the school community to ensure all have the environment in which to flourish.• Creates a safe environment for innovation and risk-taking.• Treats everyone and self with respect.
Leadership and Management
<p>Essential</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none">• Models of effective leadership• Strategic planning processes, tools and techniques.• Recognising when change is needed, leading change, creativity and innovation.• Developments in education at local and national levels.• The importance of promoting the school's culture and ethos and modelling the vision and values of the school.• Current research into how students learn and the most effective strategies in teaching and learning.• Analysing data and implementing change to reflect analysis.• Applying effective practice and research evidence to improve outcomes.• Building motivation, including the importance of celebrating achievement.• Collaboration and partnership working.• Ability to coach colleagues in order to support change.

Leadership and Management Continued

Essential

Skills:

- Evidence of having successfully translated vision into reality.
- Thinks strategically, analytically and creatively.
- Deals effectively with complexity and uncertainty.
- Prioritises effectively.
- Communicates and engages effectively with students, staff and parents/carers orally and in writing.
- Develops, communicates and ensures fidelity to policy and practice
- Devises, implements and reviews effective and efficient systems.
- Analyses performance data to improve student academic outcomes.
- Maintains high standards through holding others to account
- Motivates, enthuses, inspires and empower others.
- Builds effective teams.
- Creates an environment which enables people to perform at their best and underpins effective employee relations and supports staff wellbeing.
- Gives feedback and provides support to improve performance.
- Delegates, collaborates and distributes leadership.
- Forges positive relationships both within school and the wider community.

Desirable

- Works strategically with the board of trustees.
- Knowledge of Careers advice and guidance including UCAS processes
- Use of tools to support data analysis such as SIMS, SISRA.
- Strategic financial planning, budget management and principles of best value.
- School-to-school collaboration.
- Contribution to achievement of community cohesion.

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Background, Ethos and School Developments

The School: Kings Norton Girls' School and Sixth Form is an outstanding Single Academy Trust with a comprehensive intake with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Our vision and values are central to all we do as staff, students and trustees our aim is to: -

'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Our students: There are presently 1,090 students on roll and the staffing establishment is 125, which includes the Headteacher, 67 teachers and 57 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form is full and oversubscribed with 294 students across Years 12 and 13. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The School is a popular choice and is always well over-subscribed with applications of 840+ for the 160 places in Yr 7 and 350+ for sixth form places. Our catchment this year for year 7 2024 entry 2.068 km. In 2024, the results at GCSE were outstanding with 89% of grades 4+, 78% 5+, 43% 7+. In 2024 A level results achieved an average grade of a B with 36.2% of all grades at A*-A.

Our Trustees: Trustees are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the Board of Trustees, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Staff well-being is a high priority, as part of this a cash health plan is provided.

West Midlands Academy Trust (WMAT): The school is currently working with two local high-performing secondary schools to form a new Multi-Academy Trust. West Midlands Academy Trust (WMAT) is expected to 'open' in January 2025. As one of the three founding members, the school has been integral to forming the Trust's mission:

- Relentless focus upon delivering an excellent quality of education, resulting in strong progress and attainment for all groups of pupils.
- Emphasis upon personal development and well-being for staff and pupils.

Hall Green School, Swanshurst School and Kings Norton Girls' School are excited to be the founding schools of WMAT and are looking forward to achieving more together.

Background, Ethos and School Developments Continued

School Leadership

In our inspection in July 2019, OFSTED praised the highly effective leadership at all levels. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and a Business Manager. This well established team are supported by 7 Faculty Leaders, 6 Heads of Year and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are currently a single academy trust but are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.

"Leaders are focussed on improving standards for pupils within a culture of care and concern for well-being. This extends to looking at staff welfare to ensure that work is sustainable" Ofsted July 2019



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Key Facts and Statistics about the School

Type of School	Single Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11–19
Number of students	1090 (September 2024)
Number of staff	125: 1 Headteacher, Teaching 67, Support 57
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019
Attendance	95.5% (pre Covid), 92.58% May 2023
Pupil Premium	Year 7 to 11, 29.54% (2023) : Sixth form bursary, 12% (2021 figure)
SEN	14.92% (2023)
EAL	7.84% (2023)

Sixth form expansion

Kings Norton Girls' School and Sixth form are delighted with our new Sixth form Building.



Key Facts and Statistics About the School Continued

Academic Achievements 2024

GCSE Results	% gaining 7+ in English and maths 19.4% % gaining 5+ in English and maths 66.3% % gaining 4+ in English and maths 81.3% English Grade 4 or above: 88.1% English Grade 5 or above: 81.9% English Grade 7 or above: 50% Maths Grade 4 or above: 81.9% Maths Grade 5 or above: 68.1% Maths grade 7 or above: 23.8% Achieving EBacc: 5+ 45%, 4+ 61.9%
A Level Results	A* - A all entries: 36.2% A* - B all entries: 67.9% A* - E: 100% Average grade: B
Progress 8	+0.65 (2023)
University Admissions	In 2023 our students progressed to high quality destinations; they were successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoire, many other top universities and carefully planned



Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Clare Skinner, Business Manager as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. She can be contacted at cskinner@kngs.co.uk. Questions about this policy, or requests for further information, should be directed to her.

You can find our privacy notice on our website at <https://www.kngs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf>

Submission of your application form confirms that you have read and understood our privacy notice.